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Color SCRIPSITTM

Radio Shack®
A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

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Introduction

Introduction

Color SCRIPSIT™ will turn your Color Computer and television into a sophisticated word processor. Once you use Color SCRIPSIT, you'll never go back to your old portable typewriter again. Those messy correction fluids and papers are no longer necessary. Now, you can make error corrections and editing changes automatically.

In addition, you can change the format of a document quickly and easily. You can make margins wider or narrower, center lines, or change the spacing between lines. With just a few simple keystrokes, you control how your document will look when it's printed. A very important feature is the ability to save text on tape for later use.

Use Color SCRIPSIT for letters, reports, homework — whatever you can think of. You'll soon find that you're saving not only paper but a lot of valuable time.

Features

- Overtype for easy error correction.
- Delete or insert words and entire blocks of text.
- Copy or move text from one location to another.
- Easy hyphenating to make line widths uniform.
- Automatic headings, footers, and page numbers.
- Saves text for later use.
- Prepares form letters, invoices, etc. to combine with personalized information to avoid constant retying.
- Centers lines or justifies lines (to the left or right).
- Easy formatting; including any changes to margins, line spacing, line width and lines per page.
- Finds and/or replaces text.
- Prints all or only part of a document.
- Is compatible with Color BASIC programs.

Required Equipment

TRS-80 Color Computer with 4, 16 or 32K memory

Optional Equipment

Radio Shack Line Printer VII (or appropriate serial printer)
Tape recorder

Setting Up

If you will be using a tape recorder (to save text) or serial printer, first make sure that they are properly connected to the computer. Turn on the TV. Insert the Color SCRIPSIT cartridge in the slot on the right side of the computer. Next, when you turn on the computer, the screen shows the program title and Main Menu, listing six different operations.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *  
*          C O L O R          *  
*          S C R I P S I T      *  
*  
* (C)      R.G.    KILGUS     1981      *  
* LICENSED TO TANDY CORP.      *  
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *  
  
1  CLEAR MEMORY  
2  EDIT TEXT  
3  SAVE ON TAPE  
4  LOAD FROM TAPE  
5  PRINT  
6  CHANGE STANDARDS  
(SELECT 1-6)
```

Adjust the color and tint controls on your TV so that the letters in the title box are yellow on a red background. The colors on the bottom of the screen should be reversed, with red letters against a yellow background.

Here is a brief description of each operation. A detailed explanation of each operation and the various methods and options you can use follows.

CLEAR MEMORY — erases all current text.

EDIT TEXT — used to enter or edit a document.

SAVE ON TAPE — saves the text in memory onto cassette tape.

LOAD FROM TAPE — Loads a file that was saved on (or printed to) tape, back into memory.

PRINT — prints the text (in memory) to serial printer or to tape (to save data files for use with BASIC programs).

CHANGE STANDARDS — changes any of the standards which affect how your text is printed (and in some cases, looks on the screen).

Setting Up (continued)

After typing, you can return to the Main Menu and use any operation without losing text. (The text is temporarily stored in the computer's memory.) If you return to Operation # 2 to edit, the document will reappear on the screen. If you turn off the computer (and have not saved the text on tape), the text will be lost.

Note: When you are finished using the program, be sure the computer is turned off before removing the Color SCRIPSIT cartridge.

Clear Memory

Use this operation when you want to start writing a new document. The old text that was on the screen and temporarily stored in the computer's memory is erased. If you do not clear the memory, any text that is loaded from tape is added to the end of the text that is currently in memory.

Press **(1)** at the Main Menu. The message, ABOUT TO ERASE ALL TEXT! appears on the screen. Next, press **ENTER** to erase the text stored in memory. If you selected **(1)** at the Main Menu by mistake, press **BREAK** to avoid deleting the text. In either case, the Main Menu will reappear.

Edit Text

There are 23 functions which make typing and editing text much easier. You can move, copy, delete, and insert text with Color SCRIPSIT. The computer can find and replace text for you. You can also set tabs and line alignment to suit your needs. Finally, there is a special feature where the computer finds words that can be hyphenated to make the text more compact.

Before we get into the editing features, you need to know the differences of how text looks on the screen and how it will look when it's printed. Press **(2)** at the Main Menu for EDIT TEXT. The screen should be red except for a flashing yellow square (called a cursor) in the upper left-hand corner and a yellow status line at the bottom of the screen.



The first item in the status line, MEM=15134 tells you how much room you have in memory to store text. (When using a 4K Color Computer, the amount of memory is 2846. The amount of memory is 31528 for a 32K Color Computer.) Each document can contain up to 15,088 characters (2846 and 31,528 characters for a 4K and 32K computer, respectively). This number decreases as you type.

The second item in the status line, LINE=032 tells you how wide each line is. The line width is currently set at 32 columns, which is also the width of the screen. You can change this value to any number from 32 to 132, depending upon the paper size and printer you are using. (See Change Standards on page 35.)

The last set of numbers in the status line, 001–032 shows which columns of your document are visible on the screen. When lines are more than 32 columns wide, refer to these numbers to see the first and last columns being displayed.

The little checkerboard at the end of the status line shows whether you are typing in all upper case letters or both upper and lower case letters. To type using all capitals, press **(SHIFT)** and without releasing **(SHIFT)**, press **(0)**. Notice how the checkerboard changes to a square split horizontally into two parts.

Upper and Lower case

ALL CAPITALS

Edit Text (continued)

Press **SHIFT** ① again, to type using both upper and lower case letters. Only capital letters are displayed on the screen. However, you can distinguish between lower and upper case letters by the colors of the letters on the screen. Capital letters are yellow on a red background. Press the **SHIFT** key to type a capital letter as you would on a typewriter. Lower case letters are red on a yellow background. The letters **M** and **L** in the words, **MEM** and **LNE** in the status line indicate how upper case letters are shown on the screen.

If you are using only capital letters, all spaces and non-letter characters are red on a yellow background, while letters are yellow on a red background. To make the text easier to read, press **BREAK** and without releasing **BREAK**, press ②. If you press **BREAK** ② again, the original letter colors are shown on the screen.

THIS IS TEXT IN BOTH UPPER AND LOWER CASE LETTERS.

THIS IS ALL UPPER CASE.

THIS IS ALL UPPER CASE AFTER
PRESSING BREAK 2.

When you type a letter, the flashing cursor moves one space to the right. If a word won't fit at the end of a line, the entire word will "wraparound" and move to the start of the next line.

If the line width is greater than 32, the line shifts to the left when you reach the 33rd column. The column numbers change to indicate what part of your text is visible. After you reach the end of a line, the cursor moves to column 1 of the next line, and the character in column 1 of the previous line is visible.

The screen can display up to 15 lines. When you reach the end of the 14th line, the text scrolls up, and you can not see the first line. Don't worry — the first line is stored in the computer's memory. If you press **SHIFT** ①, the first line reappears.

When you are finished typing or editing a document, press **BREAK** ① to return to the Main Menu.

You are now ready to learn about the special functions which save time when you are typing or editing text. These functions are performed by using the four arrow keys, **ENTER**, **CLEAR**, **SHIFT**, **BREAK**, and all of the keys on the top row of the keyboard with the **BREAK** key. Whenever you see a two-key instruction (e.g., **BREAK** ②, **BREAK** ①, **SHIFT** ①), press and hold the first key down, while pressing the second key. For a quick summary of these functions and which key (or keys) to use, turn to page 39.

Moving the Cursor

You can move the cursor up and down and to the right or left by using the four arrow keys. (The arrow keys only work if there is text on the screen.) The cursor moves over the text without erasing any characters. (The space bar also moves the cursor one space to the right but erases the character that was under the cursor.) If you make a mistake, use the arrow keys to move the cursor to the desired place, and simply type over the error.

Press an arrow key once to move the cursor one space. Hold down the key to keep the cursor moving. (The cursor may temporarily disappear. It reappears when you release the key.)

At the start of a line, the key moves the cursor to the end of the previous line. At the end of a line, the key moves the cursor to the start of the next line. You can not move the cursor more than one column past the last character of your text.

If your text is longer than 14 lines and the previous line is not visible, the text scrolls down when you press the key. If the cursor is already on the first line of text, the cursor moves to the beginning of the line when you press .

The text scrolls up when you press the key, if your text is longer than 14 lines and the next line is not on the screen. The cursor will not move past the last line of text.

The **SHIFT** key can be used with the arrow keys to move the cursor quickly to a specific location. Press **SHIFT** to move the cursor to the start of text. The first 15 lines of the document will be visible. Press **SHIFT** to move the cursor to the end of text. The cursor will be at the first column available for typing. The last two or three lines of text will be shown for reference at the top of the screen.

The **SHIFT** keys act like the TAB key on a typewriter. If tabs are set (see Setting Tabs on page 10), the cursor moves to the next tab setting. If no tabs are set, the cursor stops at the end of the line. At the end of text, **SHIFT** inserts spaces until the cursor gets to a tab setting or the end of the line.

The **SHIFT** keys act like a back-tab. If tabs are set, the cursor moves to the previous tab setting. If no tabs are set, the cursor moves to the beginning of the line.

Edit Text (continued)

Formatting Text

You control how text will be printed and appear on the screen. You specify where lines end to begin a new paragraph. Tabs can be set, and the way lines are aligned can be changed.

Starting a New Paragraph

Press **ENTER** after the period of the last sentence in a paragraph. The rest of the line turns yellow and looks like spaces. (The cursor will not move past the place where you pressed **ENTER**.) After you press **ENTER**, the cursor moves to the start of the next line which will be the first sentence of the next paragraph. You can use the **ENTER** key whenever you want to end a line and start typing on a new line.

Start new "block" paragraphs by pressing **ENTER** twice. Start indented paragraphs by pressing **ENTER**. Next, press the space bar four or five times (or simply press **SHIFT** **→** if tabs are set).

Setting Tabs

To set a tab before typing any text, first press **SHIFT** **→**. This fills the line with yellow spaces so that you can move the cursor. Next, press **SHIFT** **→** to move the cursor to the start of the line. Move the cursor to the place where you want a tab setting and press **BREAK** **5**. A yellow square appears above the status line to show where the tab is set. To delete a tab, move the cursor to the tab setting and press **BREAK** **5** again. (The yellow square disappears.)

You can set as many tabs as you want. You can move the cursor to any column over existing text and press **BREAK** **5** to set a tab. If tabs are set, only 14 lines are visible on the screen. (The tab settings are shown on the 15th line.) Remember to press **SHIFT** **→** to tab and **SHIFT** **←** to back-tab.

Changing the Line Alignment

You can align lines to the left or to the right, or center lines.

THIS IS AN EXAMPLE OF A
SENTENCE WHICH IS ALIGNED TO
THE LEFT.

THIS IS AN EXAMPLE OF A
SENTENCE WHICH IS ALIGNED TO
THE RIGHT.

THIS IS AN EXAMPLE OF A
SENTENCE WHICH IS CENTERED.

Edit Text (continued)

First, move the cursor to any space on the line where you want the realignment to begin. (The alignment of the line the cursor is on and all lines below will change.) Next, press **BREAK** **6**.

The screen will show:

ALIGNMENT:	1
1	FLUSH LEFT
2	FLUSH RIGHT
3	CENTERED

The lines are currently set to be flush left, so that the first character of all lines is even on the left side of the screen. Press **2** and **ENTER** to align lines to the right. Press **3** and **ENTER** if you want to center the lines.

After you have selected an alignment format, the text reappears aligned the way you chose. There is a square alignment symbol in the space where the cursor was before you pressed **BREAK** **6**. (All text following a line containing an alignment symbol is aligned according to that format, until another alignment is selected.) To change the alignment back to the last alignment used, move the cursor to the alignment symbol and press the space bar. That alignment symbol disappears and the text is aligned according to the last alignment format.

-  Flush Left
-  Flush Right
-  Centered

When text is printed, the alignment symbol is treated as a space.

Note: If there are no spaces in the text, the symbol for Flush Left should be placed after the last character (at the right side of the line). The symbols for Flush Right and Centered should be inserted before the first character (at the left side of the line).

Edit Text (continued)

Deleting Text

You can delete a letter, space, word, or block of text. These methods of deletion erase a character or group of characters without leaving any gaps. (The characters to the right of the deleted text shift to the left.) See Working with Blocks of Text, on page 16, for how to delete a block of text.

Deleting a Character

Press **CLEAR** to delete the character under the cursor. The rest of your text automatically shifts to the left while the cursor stays in the same column. For example, type this sentence:

THIS IS AN EXAMPLE OF HOW TO
DELELTE A CHARACTER. (Press **ENTER**.)

To erase the R in the word, DELERTE, move the cursor to the R. Press the **CLEAR** key. The R is erased and the cursor is on the T. The rest of the sentence shifts one space to the left, so that no further adjustments are needed. If there is enough room, the first word of the next line shifts up to the end of the line.

The space bar also deletes the character under the cursor, but replaces it with a blank space. The cursor moves one column to the right and the rest of the text is unaffected.

Deleting a Word

To delete a word, move the cursor to the space preceding the word you wish to delete. Press **SHIFT** **CLEAR**. The space and word are deleted and the rest of the text shifts to the left. For example, type this sentence:

THIS EXAMPLE SHOWS SHOWS HOW TO
DELETE A WORD. (Press **ENTER**.)

Move the cursor to the space after the word, EXAMPLE. Next, press **SHIFT** **CLEAR**. The sentence now looks like this:

THIS EXAMPLE SHOWS HOW TO
DELETE A WORD.

Notice how the rest of the line shifted to the left, and that the cursor is still on the space after EXAMPLE. The cursor stops at the first space or punctuation mark following a word. For example, if you deleted WORD in the sentence above, the cursor would be over the period.

Edit Text (continued)

Inserting Text

You can type text in the middle of old text, move a block of existing text from one location to another (while deleting it from the old location), or copy a block of text. See page 17 on how to move and copy a block of text.

Inserting New Text

To type new text in the middle of old text, move the cursor to the place where you want to begin inserting. Press **(BREAK) (3)**. The line “opens up” and the text that followed the cursor shifts down to the next line. You can type a letter, word, or as much as you want. Press **(CLEAR)** when you have finished inserting the new text. The rest of the text moves up to where the cursor was when you pressed **(CLEAR)**.

For example, set a tab at column 5 and type the following sentence:

THIS IS EXAMPLE SHOWING HOW
TO INSERT TEXT. (Press **(ENTER)**.)

Now, move the cursor to the E in EXAMPLE. When you press **(BREAK) (3)**, the sentence looks like this:

THIS IS EXAMPLE SHOWING HOW TO INSERT
TEXT.

Type **(A) (N)** and press the space bar once. When you press **(CLEAR)** to close up the text, the sentence looks like this:

THIS IS AN EXAMPLE SHOWING
HOW TO INSERT TEXT.

Note: Inserting text is sometimes much slower than typing at the end of text. If you want to insert more than a few words, press **(SHIFT) (↓)** to move the cursor to the end of text. Type whatever you need to insert and then move this block of text to the desired location. (See Moving a Block of Text on page 17.)

The arrow keys and tabs work differently when you’re inserting text. The **←** key deletes text as the cursor moves to the left. This allows you to delete mistakes while you are typing or inserting text. For example, type the following sentence:

THIS IS AN EXAMPLE
SHOWING HOW TO DELETE TEXT. (Press **(ENTER)**.)

Edit Text (continued)

Move the cursor to the space between the words, AN and AN. When you press **BREAK** (3), the sentence looks like this:

THIS IS AN
AN EXAMPLE SHOWING HOW TO
DELETE TEXT.

Press → three times to delete the extra AN and the space between the words, IS and AN. When you press **CLEAR**, the sentence looks like this:

THIS IS AN EXAMPLE SHOWING
HOW TO DELETE TEXT.

Each time the → key is pressed, the cursor moves to the right and the first character below the opened-up line shifts up. For example, type the following sentence:

THIS IS AN EXAMPLE SHOWING
HOW THE RIGHT ARROW KEY WORKS
WHEN INSERTING TEXT.

(Press **ENTER**.)

Move the cursor to the T in THIS and press **BREAK** (3). The sentence looks like this:

THIS IS AN EXAMPLE SHOWING HOW
THE RIGHT ARROW KEY WORKS WHEN
INSERTING TEXT.

Now, press the → key five times. Notice how the characters shift up, and that the text remains unchanged. The sentence now looks like this:

THIS
IS AN EXAMPLE SHOWING HOW THE
RIGHT ARROW KEY WORKS WHEN
INSERTING TEXT.

(If you press **CLEAR**, the sentence looks the same as you originally typed it.)

The **SHIFT** and → keys act like a tab if there is a tab setting. (If no tabs are set, **SHIFT** → inserts spaces until the cursor reaches the end of a line.) The **SHIFT** → keys make inserting items in tables, listings or outlines much easier. For example, set a tab at column 20 and type the following list:

ADAMS, JOHN **SHIFT** → 292-3008 **ENTER**
EVANS, ELAINE **SHIFT** → 737-2133 **ENTER**

Edit Text (continued)

To insert a name and telephone number in this list, move the cursor to the E in EVANS and press **BREAK** 3 . Type the name, **C L A R K**, **S U S A N** and then press **SHIFT** ← to tab over to column 20. Now, type **7 3 7 - 1 2 1 2** for the telephone number and press **ENTER**. After the cursor has moved to the next line, press **CLEAR** to close up the text.

The **SHIFT** ← keys act like a back-tab, if there is a tab setting. (If no tabs are set, **SHIFT** ← moves the cursor until it reaches the start of a line. The back-tab does not insert spaces nor does it decrease memory.) For example, type the following sentence and set a tab at column 5:

THIS IS AN EXAMPLE SHOWING
HOW THE LEFT ARROW AND SHIFT
KEYS WORK WHEN INSERTING TEXT. **ENTER**

Next, move the cursor to the space after the word SHIFT. Press **BREAK** 3 and then press the **SHIFT** and ← keys. The sentence looks like this:

THIS IS AN EXAMPLE SHOWING
HOW
THE LEFT ARROW AND SHIFT KEYS
WORK WHEN INSERTING TEXT.

Note that the amount of memory was not affected. If you press **CLEAR**, the sentence looks the same as you originally typed it.

While inserting text, you can use the arrow and tab keys to delete or skip over letters. For example, type the following sentence and set a tab at column 5.

WHILE INSERTING TEXT, YOU CAN
ERASE MISTAKES OR MOVE THE
CURSOR OVER TEXT THAT HAS BEEN
TYPED CORRECTLY. **ENTER**

Move the cursor to the beginning of the sentence. Press **BREAK** 3 . Next, press the **SHIFT** ← keys to indent the sentence. Hold down the ← key until the letters, ERR in the word, ERASE shift up. Press ← once to delete the extra R. Hold down the ← key until the misspelled word, CORECTLY is about to be shifted up. Press ← three times (to move the cursor over COR) and then type **R** to make the word read, CORRECTLY. Press **CLEAR** to close up the sentence.

Edit Text (continued)

Working with Blocks of Text

You can delete, insert, and copy blocks of text. A block of text can be any amount of text you want: a sentence, paragraph, group of paragraphs, etc. When using all three functions, you first define the block by marking the beginning and end of the block. These block operations are much faster than using the methods for deleting and inserting characters and words, if a large amount of text is involved.

Deleting a Block of Text

To delete a block of text, move the cursor to the beginning of the block that you want to delete. Press **BREAK** **9**. The message:

MARK BLOCK END (CLEAR TO QUIT)

flashes above the status line. (Press **CLEAR** if you've changed your mind and don't want to delete text.) Move the cursor to the end of the block.

Press **BREAK** **9** again. The message:

MARK "WHERE TO" (CLEAR TO QUIT)

flashes on the bottom of the screen and the block disappears. Although the block is not on the screen, the block is still in the computer's memory. Press **CLEAR** to erase the block from memory. (Notice that the amount of memory shown in the status line increases.)

Note: The cursor must be over a character (or a space) to mark the end of the block. If you press **SHIFT** **↓** to move the cursor to the end of text, the cursor stops at the column after the last character typed. (The place where you could start typing new text.) If you press **BREAK** **9** to mark the end of the block, the message, AT-END NOT ALLOWED flashes on the bottom of the screen. Press the **→** key once to move the cursor over the last character of the text block. Then, press **BREAK** **9**.

If there is text following the block you delete, that text moves up to where the original block was. The cursor is over the first character (either a space or a letter) of the next line following the deleted block.

Edit Text (continued)

Moving a Block of Text

To move a block of text from one location in your document to another, mark the beginning and end of the block by pressing **BREAK** **9**. (Press **CLEAR** if you've changed your mind and don't want to move text.) The message:

MARK "WHERE TO" (CLEAR TO QUIT)

appears on the bottom of the screen and the block disappears.

Now, move the cursor to the new location where you want to insert the block of text. Press **BREAK** **9**. The block is inserted in the new location. The cursor is at the first character of the next line following the inserted block.

Copying a Block of Text

You can make a "photo-copy" of a text block and insert the copy wherever you want. The block of text is inserted at the desired location, and also remains at its original location. First, move the cursor to the beginning of the block you want to copy. Press **BREAK** **:**. The message:

MARK BLOCK END (CLEAR TO QUIT)

flashes above the status line. (Press **CLEAR** if you've changed your mind and don't want to copy the text.) Move the cursor to the end of the block. Press **BREAK** **:** again. The message:

MARK "WHERE TO" (CLEAR TO QUIT)

appears on the bottom of the screen.

Now, move the cursor to the new location where you want the block of text to be inserted. Press **BREAK** **:**. The block is inserted in the new location without deleting it at its old location. The cursor is at the first character of the next line following the copied block.

Note: If there is not enough memory to copy the entire block, the message, NOT ENOUGH MEMORY, will flash at the bottom of the screen when you try to mark the end of the block. The computer will stop the copy operation and the cursor will remain over the character where you tried to mark the end of the block.

Edit Text (continued)

Finding and Replacing Text

You can search for a string of characters (letters, symbols, or numbers) and then change that string to something else. The characters to the right of the original string shift to the left or right to accommodate the new string.

Finding a String of Characters

First, move the cursor to the point in your document where you want the search to begin. (Since this is usually the start of text, press **SHIFT** **↑**.) Next, press **BREAK** **7**. A new screen appears, and the cursor is at the point where you can type the string of characters that you want to find.

Next, type the string of characters (up to 31 characters) that you want to find, and press **ENTER** twice. If you make a mistake in typing, use the **←** key. It deletes characters as it moves the cursor to the left.

If you type using all lower case letters, a match is found even if one or more characters of the string in the text is capitalized. If you type any letter as a capital, a match is found only if that letter is capitalized in your document.

You can also find alignment symbols (the little squares that indicate how the text is aligned). After you press **BREAK** **7**, press **BREAK** **6**. Next, type the alignment number. Remember:

- 1 is Flush Left
- 2 is Flush Right
- 3 is Centered

After the alignment symbol appears, press **ENTER**.

The text reappears and the computer finds the first match. The cursor is at the first character of the string (or at the alignment symbol) you typed.

Notice the instruction line at the bottom of the screen.

BRK=STOP ENT=SKIP 1=CHG 9=CHGALL

Press **BREAK** if you want to stop the search at this point. The cursor stays at the first character of the string the computer found, and the instruction line at the bottom of the screen disappears.

Press **ENTER** to search for the next occurrence. (Do not press **1** or **9**.) These options are used only when you are changing a string.) After the last match is found, the cursor moves to the end of text.

Changing a String of Characters

Replacing a string of characters with a new string is similar to finding a string. The computer first finds the string, and then you are prompted as to whether you want to replace this particular occurrence of the string.

First, move the cursor to the point in your document where you want the “Find/Change” process to begin. (Since this is usually the start of text, press **SHIFT** **↑**.) Next, press **BREAK** **7**. A new screen appears, and the cursor flashes at the point where you can type the string of characters that you want to find.

Type the string of characters (up to 31 characters) that you want to find and press **ENTER**. (The **←** key deletes characters as it moves the cursor to the left.) Next, type the string you want to replace the “Find” string with and press **ENTER**.

The text reappears and the computer finds the first match. The cursor is at the first character of the “Find” string. Note the instruction line at the bottom of the screen. Press **BREAK** if you do not want to continue. The cursor remains at its present location and the instruction line disappears.

Press **ENTER** if you do not want to change this occurrence of the “Find” string. The cursor moves to the next occurrence of the “Find” string.

Press **1** to change the string. The “Find” string is replaced with the “Change” string and the cursor moves to the next match. Press **1** again if you want to change this occurrence, or press **ENTER** to skip to the next match. After the last match has been found, the cursor moves to the end of text.

To change all occurrences of the “Find” string, press **9**. (After you’ve pressed **9**, you can press **BREAK** if you change your mind. The computer finds the next match but does not replace the string.) After the last “Find” string has been changed, the cursor moves to the end of the text. (You can press **9** at any point during the “Find/Change” process to change all remaining occurrences).

As an example of the “Find/Change” function, type this sentence:

THIS FUNCTION WILL FIND AND
CHANGE A STRING OF CHARACTERS
AUTOMATICALLY FOR YOU. **ENTER**

First, press the **↑** key to move the cursor to the beginning of this example. Next, press **BREAK** **7**. For the “Find” string, type **F I N D** and press **ENTER**. For the “Change” string, type **S E A R C H F O R** and press **ENTER**.

The text reappears and the cursor moves to the **F** in **FIND**. Press **1** to replace **FIND** with **SEARCH FOR**. The computer automatically adjusts the rest of the sentence, so that it looks like this:

Edit Text (continued)

THIS FUNCTION WILL SEARCH FOR
AND CHANGE A STRING OF
CHARACTERS AUTOMATICALLY FOR
YOU.

The cursor moves to the end of text (the next line) where you can start typing again.

Hyphenation

Color SCRIPSIT will find words in your document that can be hyphenated. Hyphenation reduces the amount of blank space at the end of lines. Before using this function, be sure you set the line width to the number of characters you want to appear on each line. (See Change Standards on page 35.)

First, move the cursor to the point in your document where you want to start hyphenating words. (Press **SHIFT** **↑** to move the cursor to the start of text.) Next, press **BREAK** **8**. The cursor moves to the first word that can be hyphenated. (If there are no words that can be hyphenated, the cursor will move to the end of text.) The instruction line:

BRK=STOP ENT=SKIP ← OR “-”

appears at the bottom of the screen.

The letters to the left of the cursor (followed by a hyphen) can fit at the end of the previous line. If the cursor is over a letter that is the first letter of a syllable, press the **⊖** key. The letters to the left of the cursor shift up to the end of the previous line followed by a hyphen.

Press **BREAK** to stop the hyphenating process. If you don't want to hyphenate the word (or the cursor moves to a one syllable word), press the **ENTER** key. The cursor moves to the next word that can be hyphenated. Use the **⊖** key to move the cursor over a letter that is the first letter of a syllable, and then press the **⊖** key.

As an example of the hyphenation function, type the following text:

THIS EDITING FUNCTION WILL
LOCATE WORDS THAT CAN BE
HYPHENATED. USE THIS FUNCTION
TO REDUCE THE AMOUNT OF BLANK
SPACE AT THE END OF LINES. **ENTER**

When you press **BREAK** **8**, the cursor moves to the A in LOCATE. Since you want a hyphen between the O and C, press the **⊖** key once. Next, press the **⊖** key. The characters, LO- shift up to the end of the first line.

Now, the cursor is over the T in HYPHENATED. Press the **⊖** key once to move the cursor over the A. When you press **⊖**, HYPHEN- appears at the end of the second line.

Finally, the cursor moves to the C in SPACE. Since you can't hyphenate this word, press **ENTER**. The cursor moves to the first character of the line that it is presently on (the S in SPACE).

Edit Text (continued)

The computer will find words that can be hyphenated if at least 3 characters fit on the previous line. You can change this value to 2 or any number greater than 2. (See Change Standards on page 36.)

You can also insert hyphens wherever you want, without the computer looking for possible hyphenation points for you. Simply move the cursor over the first character that should follow the hyphen. Next, press **BREAK** **□**. The hyphen is inserted and the characters following the cursor shift to the right.

Use the **BREAK** **8** method of hyphenation, if you are hyphenating a large block of text. The computer checks how much extra space there is at the end of the lines for you and locates words that you may want to hyphenate. Use the **BREAK** **□** method, if you want to determine by yourself where you want to hyphenate.

In Color SCRIPSIT, a hyphen is a completely different character than a dash. A hyphen is displayed and printed only if it occurs at the end of a line. It is inserted by using the **BREAK** **8** or **BREAK** **□** methods of hyphenating. A dash is a character that is always displayed and printed, no matter where it is on a line. It is typed by simply pressing the **□** key. For example, for the term "double-spacing," you would use a dash, because it is standard punctuation for compound words.

In the example above where you hyphenated the words, LOCATE and HYPHENATED, the line width was set at 32. If you change the line width to 40 (see page 35), the hyphens are not displayed (or printed) because those two words do not fall at the end of a line. (The hyphens will reappear if you change the line width back to 32.) You can only see these "hidden" hyphens if you move the cursor over them.

Even though you can not see a "hidden" hyphen, it takes up one character of valuable memory space. To delete an invisible hyphen yourself, you would first have to locate it (by moving the cursor over it), and then press the **CLEAR** key to erase it.

Instead of this hit-or-miss method, let the computer do the hard work for you. First, press **SHIFT** **1** to move the cursor to the start of text. Next, press **BREAK** **7** to make the computer find the hidden hyphens for you. Press **BREAK** **□** for the "Find" string. The square that appears is the symbol for a hyphen. Press **ENTER** twice. The text reappears, and you can delete all the hyphens (by pressing **9**) or delete only those that appear in the middle of lines (by pressing **1** at the desired occurrence). The program will find only the hyphens, not the dashes.

Headings and Footers

You can use headings and footers to make any document look more professional. Headings, which appear at the top of the page and footers, which are printed at the bottom of the page can be text (letter or chapter headings, titles, etc.) or numbers (dates, page numbers, etc.).

In each example which follows, three pages will be printed. First, press **6** at the Main Menu for Change Standards. Press **1** three times to move the cursor to LINES PER PAGE. Type: **1 1** and press **ENTER**. With only 11 lines per page, all three pages in each example will be printed on only half of a sheet of paper.

No Heading

Press **1** at the Main Menu and then press **ENTER** to clear memory. Press **2** at the Main Menu and then type: **S 1 ENTER**, **S 2 ENTER**. Repeat this procedure until you've typed **S 2 4**. See Example A on page 28 to see what the screen should look like after entering the 24 lines.

Now, press **BREAK 1** to return to the Main Menu and then, press **5** to print this example. Make sure the printer is ready and the paper is properly aligned. Press **1** at the Print Menu to print to the printer. (If you have any problems with printing this example or the following ones, refer to the section, Print on page 33.)

The printout of Example A is on page 28. The lines drawn in the printout example represent the perforated edge between each sheet of paper if a sheet was 11 lines long. Note that the first 11 lines are printed on Page 1.

When the printer reached S12, Color SCRIPSIT advanced the printer to Page 2 and started printing on Line 16. Similarly, S19 is printed on Line 27 on Page 3. If you do not enter a heading, Color SCRIPSIT automatically inserts four blank lines at the top of all pages except the first page. If you are not using a heading, press **ENTER** four times before typing the actual text. This way the text on all pages, including the first page will start on the fifth line from the top of the page.

Edit Text (continued)

Three Simple Headings

Press **2** at the Main Menu and then press **BREAK 3** to insert a heading before the previous example. Type **H 1** and press **ENTER**. For the second line of the heading, type **H 2**, Press **BREAK 0** and then press **ENTER**. Press **CLEAR** to stop inserting and close up the text. The screen should look like Example B on page 28.

Now, print this example and compare it with Example B on page 28. Although a heading is typed only once, it is printed on every page (except the first one). The **BREAK 0** symbol (■) marks the last line of a heading. Note that the first page of Example A and B are the same. However, the four blank lines on the second and third pages have been replaced by the two lines of your heading. At the bottom of the third page, the printer advanced five lines to fill all 11 lines on the last page.

A heading can be as many lines as you want and can contain blank lines as well as actual text. In fact, it is a good idea to have blank lines before the first heading line of text so that the printing will begin a few lines down from the top of the page. You should also include one or two blank lines after the heading to separate it from the main body of text.

To change the heading, press **2** to edit Example B and then press **BREAK 3**. Press **ENTER** to insert a blank line before the first line of the heading (**H1**). Press **2** five times and then press **ENTER** after **H2**. Press **CLEAR** to close the text. Look at Example C on page 28. Note that the **BREAK 0** symbol is on the fourth (and last) line of the heading.

Print this example and look at the printout of Example C. Note how the blank lines make the headings on pages 2 and 3 stand out more than in Example B.

Now, we are going to change the example so that the heading will be printed on the first page as well. Press **2** at the Main Menu and then move the cursor to the space after **S1**. Press **BREAK 3**. Now, press **BREAK 0** and then press **CLEAR**. Move the cursor to the **S** of **S20**. Press **SHIFT CLEAR** six times to erase **S20-S24** so that only three pages will be printed. Make sure that the screen looks like Example D on page 28.

Print this example and compare it to Example D on page 28. Now there is a four-line heading on all three pages.

A heading can be printed before any line by pressing **BREAK 0** at any space on that line. For example, if you press **BREAK 0** at the space after **S12**, **S11** will be the last line printed on page 2. Then, the heading will be repeated and **S12** will be the first line of text on page 3.

A Simple Footer

Footers are printed on every page. To add a footer to the previous example, press **(2)** at the Main Menu and then press **BREAK** **(3)**. Type: **F** **(1)** **ENTER**, **F** **(2)** **ENTER**.

Next, type **@** and then press **CLEAR**. Erase S14-19 so that only three pages will be printed. Compare the screen to Example E on page 28. After you print this example, look at Example E on page 28. Note that these two footer lines appear on every page. The printer advanced two lines after the last line of text on page 3 so that the footer was printed on the last two lines of the page.

This **@** symbol separates the footer from the heading. **@** also creates a blank line (as the first heading line) and then the heading text is printed. The **@** symbol must be at the extreme left of the line. If the last line of the footer is centered, type **@** and then press **BREAK** **(6)**. Press **(1)** to align the **@** symbol to the left and then press **ENTER**.

A footer is typed before the heading because usually the first footer is printed before the first heading. If there is no **BREAK** **(0)** symbol on the first line of text, a footer will be printed at the bottom of the first page before the first heading is printed at the top of the second page.

Page Numbers

You can have Color SCRIPSIT automatically number pages for you by typing **\$\$\$\$** anywhere within a heading or footer. Press **(2)** at the Main Menu to return to the edit screen. Move the cursor to the H under the **@** symbol and press **BREAK** **(3)**. Type: **P** **A** **G** **E** and press **ENTER**. Next, type: **\$\$\$\$** and press **ENTER**. Press **CLEAR** six times to erase the H1 and H2 heading lines and to close up the text. Compare the screen to Example F and then print it. Note that the headings still stand out from the text, so that the page numbers are easy to see.

Using Only Footers

Whenever you use footers, there must be at least one heading line with the @ symbol. Erase lines 1-3 of Example F (F1, F2 and @). Press **BREAK** (3) and then press **ENTER** once to create blank line between the last line of text and the footer. Press **CLEAR** to close up the text and then move the cursor to the space after PAGE and press **CLEAR**. Move the cursor to the next line and press **BREAK** (3). Type @ and then press **CLEAR**.

Check Example G and compare it to the screen. After you print Example G, compare it to that on page 28. The first page was numbered 2 because the two **BREAK** (0) symbols representing two sets of headings were printed before the first footer. If you want a heading to be printed on the first page and for the page numbers to appear in the footer, use the CHANGE STANDARDS operation before printing. Change the first page number to Ø, so that the first page will be numbered 1 and not 2.

Edit Text (continued)

Screen Examples

Example	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Line 1	S1	H1	H1	H1	E1	E1	PAGE \$\$\$
Line 2	S2	H2	H2	H2	E2	E2	@
Line 3	S3	S1	H2	H2	@	@	S2
Line 4	S4	S2	S1	S1	H1	PAGE	S3
Line 5	S5	S3	S1	S1	H2	\$\$\$	S4
Line 6	S6	S4	S2	S2	S1	S1	S5
Line 7	S7	S5	S3	S3	S2	S2	S6
Line 8	S8	S6	S4	S4	S3	S3	S7
Line 9	S9	S7	S5	S5	S4	S4	S8
Line 10	S10	S8	S6	S6	S5	S5	S9
Line 11	S11	S9	S7	S7	S6	S6	S10
Line 12	S12	S10	S8	S8	S7	S7	S11
Line 13	S13	S11	S9	S9	S8	S8	S12
Line 14	S14	S12	S10	S10	S9	S9	S13
Line 15	S15	S13	S11	S11	S10	S10	
Line 16	S16	S14	S12	S12	S11	S11	
Line 17	S17	S15	S13	S13	S12	S12	
Line 18	S18	S16	S14	S14	S13	S13	
Line 19	S19	S17	S15	S15			
Line 20	S20	S18	S16	S16			
Line 21	S21	S19	S17	S17			
Line 22	S22	S20	S18	S18			
Line 23	S23	S21	S19	S19			
Line 24	S24	S22	S20				
Line 25		S23	S21				
Line 26		S24	S22				
Line 27			S23				
Line 28			S24				

Edit Text (continued)

Printout Examples

	Example	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Page 1	Line 1	S1	S1	S1				
	Line 2	S2	S2	S2	H1	H1	PAGE	S1
	Line 3	S3	S3	S3	H2	H2	1	S2
	Line 4	S4	S4	S4				S3
	Line 5	S5	S5	S5	S1	S1	S1	S4
	Line 6	S6	S6	S6	S2	S2	S2	S5
	Line 7	S7	S7	S7	S3	S3	S3	S6
	Line 8	S8	S8	S8	S4	S4	S4	S7
	Line 9	S9	S9	S9	S5	S5	S5	S8
	Line 10	S10	S10	S10	S6	F1	F1	
	Line 11	S11	S11	S11	S7	F2	F2	PAGE 2
Page 2	Line 12		H1					
	Line 13		H2	H1	H1	H1	PAGE	S9
	Line 14		S12	H2	H2	H2	2	S10
	Line 15		S13					S11
	Line 16	S12	S14	S12	S8	S6	S6	S12
	Line 17	S13	S15	S13	S9	S7	S7	S13
	Line 18	S14	S16	S14	S10	S8	S8	
	Line 19	S15	S17	S15	S11	S9	S9	
	Line 20	S16	S18	S16	S12	S10	S10	
	Line 21	S17	S19	S17	S13	F1	F1	
	Line 22	S18	S20	S18	S14	F2	F2	PAGE 3
Page 3	Line 23		H1					
	Line 24		H2	H1	H1	H1	PAGE	
	Line 25		S21	H2	H2	H2	3	
	Line 26		S22					
	Line 27	S19	S23	S19	S15	S11	S11	
	Line 28	S20	S24	S20	S16	S12	S12	
	Line 29	S21		S21	S17	S13	S13	
	Line 30	S22		S22	S18			
	Line 31	S23		S23	S19			
	Line 32	S24		S24		F1	F1	
	Line 33					F2	F2	

Save on Tape

Press **(3)** at the Main Menu to save the text that is currently stored in memory on cassette tape. The screen shows:

FILENAME:

RECORD AFTER:

A filename is like a title that the computer stores the text under. Type a filename (up to 8 characters) and press **(ENTER)** twice. (Notice the square at the bottom right-hand corner, which indicates that the keyboard is automatically locked in upper case. All filenames should be entered using capital letters.) The following message appears on the screen:

PREPARE RECORDER TO RECORD
PUSH <ENTER> WHEN READY
(OR <BREAK> TO GO BACK TO MENU)

First, make sure the cassette tape is completely rewound. (If you use a tape with a leader, you'll have to manually position the tape past the leader. We recommend using TRS-80 Certified Computer Cassettes which are leaderless.) Press the "Play" and "Record" buttons down at the same time, then press **(ENTER)**. (If you change your mind, press **(BREAK)** to return to the Main Menu.) The message, RECORDING flashes in the middle of the screen.

The Main Menu reappears after the file has been saved. It's a good idea to make at least one other copy of the file, either on the same tape or on another tape. An extra copy acts as a safety device to guard against accidental loss of data. After you've saved the file (at least twice), press the "Stop" button and rewind the tape. Be sure to label the tape using the filename(s) you entered.

Note: The standards that are currently in effect are also stored on tape along with your text. (See Change Standards on pages 35-37.)

You can store several files on one tape. The computer uses a tape just like you use a filing cabinet. Later, to see a file, the computer will look in the filing cabinet (scan the tape) and get (load) the file you want.

To save a file on the same tape that another file has been stored on, press **(3)** at the Main Menu. For FILENAME, type a new filename and press **(ENTER)**. For RECORD AFTER, type the name of the file already on tape and press **(ENTER)**.

Note: Do not record a file after one that you are likely to change. To edit a file that has another file recorded after it, load it (see page 31) and make any necessary editing changes. Next, save it using a different filename and record it after the last file you want to keep. Never save a file ahead of a file you want to keep. If you expand a file that has a file saved after it, the two files will overlap. The second file may be destroyed.

Save on Tape (continued)

Although there is room for about 15,100 (2800 for 4K and 31,500 for 32K computer) characters in the computer's memory, about 260 of these characters are used by the computer to separate files on tape. Therefore, if there are less than 250 characters of memory left (note the MEM number in the status line while editing text), do not use the RECORD AFTER option. If you try to save a file without enough memory "cushion" left, the message, READ ERROR will flash on the screen. The computer will scan the entire tape looking for room to save both the file and the filename. The message instructing you to prepare the recorder to record will not appear and the file will not be saved.

The following message appears on the screen:

PREPARE RECORDER TO P L A Y
PUSH <ENTER> WHEN READY
(OR <BREAK> TO GO BACK TO MENU)

Press the "Play" button and then press **ENTER**. The message, SCANNING flashes in the middle of the screen, and the name of the file already on tape appears in the lower left-hand corner. (The computer is positioning the tape, so that the new file will be recorded after the old file.) After the message, SCANNING has disappeared, the message telling you to prepare the recorder to record appears on the screen.

First, press the "Stop" button. Press the "Play" and "Record" buttons down at the same time, then press **ENTER**. (If you change your mind, press **BREAK** to return to the Main Menu.) The message, RECORDING flashes in the middle of the screen. The Main Menu reappears after the file has been recorded. (Remember to make an extra copy of the file.) Press the "Stop" button and rewind the tape. Make a note of the new file on the tape label.

Note: Files saved by using this operation are stored in a very compact form. These files cannot be read by BASIC programs. To save a data file that can be used with Color BASIC, see page 33 on how to print to tape.

Load from Tape

Press **(4)** at the Main Menu to load a file from tape back into memory. The screen shows:

FILE TO READ:

Type the name of the file you want to load and press **ENTER** twice. (If you are not sure of the filename, just press **ENTER**. Watch for the filename while the computer is scanning the tape.) The message,

PREPARE RECORDER TO P L A Y
PUSH <ENTER> WHEN READY
(OR <BREAK> TO GO BACK TO MENU)

appears on the screen. First, rewind the tape and press the "Play" button. Next, press **ENTER**. (If you change your mind, press **BREAK** to return to the Main Menu.) The message, SCANNING flashes on the screen followed by the message, LOADING. The filename you entered for FILE TO READ appears in the lower left-hand corner. After the file has been loaded into memory, the Main Menu reappears. When you press **(2)**, the text appears on the screen.

If you entered the name of a file that was recorded in the middle of the tape, the computer scans through the other files. The names of the other files that the computer is scanning through appear in the lower left-hand corner of the screen.

When the computer reaches the part of the tape that the FILE TO READ was stored on, the message, LOADING replaces the message, SCANNING. The name of the file you want to load appears in the lower left-hand corner. After the Main Menu is displayed, press **(2)** to see the file.

If you do not clear the memory, the text loaded from tape is added (or concatenated) to the end of any text that is currently in memory. Concatenation lets you save headings as one file and text as another. For example, suppose you are sending a form letter to several people. You could save the letter as one file (using the file name LETTER) and another file as a heading (using the file name HEADING) which contains the date, your name and address, and a salutation.

You would first load the file, HEADING. Next, load LETTER and press **(2)** at the Main Menu. The form letter will appear at the end of the heading. All that's left to do is edit the letter by typing the other person's name and address.

Note: If you load two files that both contain headings, the second set of headings will not be printed correctly. It will be printed exactly as it appears on the screen with the @ and **[]** (**BREAK** **0**) symbols.

Load from Tape (continued)

If there is not enough memory to load a file to the end of text that is currently in memory, the READ ERROR message will be displayed. As much of the file that will fit in memory will be loaded. You have two choices: (1) reduce a file so that both files can be in memory at the same time or, (2) load and print each file separately.

Print

A document must be in memory to be printed. If you are not printing a document that you have just typed, load the desired document file from tape. Before printing, you should check the printing standards. (See Change Standards on page 35.) Next, make sure the paper is properly aligned and the printer is ready. (If you are using a Radio Shack Line Printer VII, move the switch on the back of the printer to the 8 bit-serial position.)

Press **(5)** at the Main Menu. The screen will show:

```
PRINT TO:  
1 PRINTER  
2 TAPE  
(<BREAK> FOR MENU)
```

Press **(1)**. The text appears on the screen and printing begins. The text scrolls upward as it is being printed. After the text has been printed, the printer automatically advances the paper until the beginning of the next page has been reached and the Main Menu reappears.

You can also print while editing text (during Operation #2). To print the line the cursor is on, press **(BREAK) (4)**. You can hold down both keys (**BREAK** **4**) to print several lines. The printer will not automatically advance to the beginning of the next page.

If the message, PRINTER NOT READY appears (and stays) on the screen, check all cables and plugs. Once the printer is ready, the printing will begin.

To stop printing, hold down the **(BREAK)** key until the program stops printing text and starts advancing to the end of the page. (A couple of additional lines of text may be printed.) When the printer has reached the beginning of the next page, the text disappears and the Main Menu is displayed.

Color SCRIPSIT can be used with Color BASIC programs. (It is much easier to insert records and edit data using Color SCRIPSIT than with Color BASIC.) When typing data to be read by a BASIC program, use all capitals. (See All Capitals on page 37.) Refer to your Owner's Manual for instructions on how to load ASCII files.

To record data on tape that can be read by a BASIC program, press **(2)** for PRINT TO TAPE. (This is just like operation #3 when you save files on tape.)

Print (continued)

The screen shows:

FILENAME:

RECORD AFTER:

Type a filename (up to 8 characters) and press **ENTER** twice. The following message appears on the screen:

PREPARE RECORDER TO RECORD
PUSH <ENTER> WHEN READY
(OR <BREAK> TO GO BACK TO MENU)

First, make sure the cassette tape is completely rewound. Press the "Play" and "Record" buttons down at the same time, then press **ENTER**. (If you change your mind, press **BREAK** to return to the Main Menu.) The message, RECORDING flashes in the middle of the screen. The data (or text) reappears on the screen and scrolls upward as it is being printed to tape. The Main Menu reappears after the file has been recorded. (Make an extra copy of the file.) Press the "Stop" button and rewind the tape. Label the tape using the filename you entered.

Note: Each line is recorded on tape as a separate block with a leader. The value recorded ends after the last non-blank character on the line. A blank line is recorded as a single space. All heading lines are recorded at each page break. Left margin spaces and standards are not printed to tape.

Use the RECORD AFTER option to print more than one data file to a single tape. (Refer to page 29 to review the discussion, Save on Tape.)

Loading a data file that has been printed to tape is just like loading a normal text file (see page 31).

Change Standards

Change Standards

To change any of the standard values used by Color SCRIPSIT, press **6** at the Main Menu. The screen will show:

S T A N D A R D S	
TEXT WIDTH	032
MARGIN SIZE	000
HYPHENATION MIN.	003
LINES PER PAGE	006
1ST PAGE NUMBER	001
PRINT SPACING	001
ALL CAPITALS	N

USE: DOWN ARROW FOR NEXT STANDARD

UP ARROW FOR PREVIOUS

(ENTER) WHEN DONE

The values listed are the default values. (A "default" is a pre-assigned value that is built into the program. The computer automatically uses defaults without instructions from you.) Press **ENTER** if you don't want to change the default standards.

Use the **↑** and **↓** keys to move the cursor up or down to the standard you wish to change. Then, type the new value. (If you make a mistake, press **DEL**. Then, press **↑** to move the cursor up and retype the value.) When you are finished changing all the standards you want, press **ENTER**. The Main Menu reappears.

The new standards you enter stay in effect until you turn the computer off. The next time you use Color SCRIPSIT, the defaults will be used by the computer unless you change the standards. The new standards can be saved but not printed on tape.

Text Width

The standard line width is 32. While you are typing and editing text, the minimum value of 32 is recommended since the screen is 32 columns wide. Normally, you will want to change this to a larger value when you get ready to print. For a letter on 8 1/2 by 11 paper, set the text width to 60. For a rough draft on 8 1/2 by 11 paper, the maximum value you can use is about 75.

You can enter any number from 32 to 132. Type the new value. (Select a value of 132 only if you have a 132-column line printer or when printing to tape for use by BASIC programs.)

If you type a number less than 32 or greater than 132, the message, VALUE TOO BIG or VALUE TOO SMALL flashes at the bottom of the screen. If you press any key other than a number key, the message, INCORRECT REPLY appears.

Change Standards (continued)

When you type an appropriate value, the computer accepts it. Press the **↓** key to move to the next standard. Press **ENTER** if you don't want to change any more standards.

Margin Size

The margin size refers to the left margin. This is the number of spaces that are left blank on the left side of the page.

The margin size can be set to any value between 0 and 100. The only restriction is that the total of the line width value and margin size value must be 132 or less (or 80 if using a Radio Shack Line Printer VII). Type the new value. If the line width is set at 60 and you are typing a letter, set the margin at 12. The left and right margins will be about an inch and a half.

Press the **↓** key to move up to TEXT WIDTH or the **↑** key to move to the next standard. Press **ENTER** when you're finished.

Hyphenation Minimum

The hyphenation minimum is currently set at 3. This means that the computer finds words that can be hyphenated, if at least 3 characters can fit on the previous line. The larger the hyphenation minimum, the fewer times the computer finds words for you that can be hyphenated. There will also be more blank space at the end of some lines.

You can change this value to 2, or any number greater than 2. Type the new value.

Use the **↓** and **↑** keys to move the cursor to other standards. Press **ENTER** to return to the Main Menu.

Lines per Page

LINES PER PAGE refers to the total number of lines that can be printed on a single page. If you want single-spaced text on standard 11 inch paper, 66 is the appropriate value. If you are double-spacing text, change this value to 33.

You can change this number to any value from 5 to 255. Type the new value.

1st Page Number

1ST PAGE NUMBER refers to the page number that is used the first time headings are printed. You can change this number to any value from 0 to 255. Type the new value.

Change Standards (continued)

Print Spacing

This value refers to the number of lines that your printer advances to determine the line-spacing of text. (The PRINT SPACING value does not effect the way text looks on the screen.) Most printers (including the Radio Shack Line Printer VII) automatically advance one line at the end of a line (or at a carriage return code or **ENTER** key code). Some printers do not advance a line when an **ENTER** key code is reached.

Check your printer's manual and experiment to find the right value to suit your line-spacing needs. If you're using a Line Printer VII, change the value to 2 for double-spaced text and 3 for triple-spaced text.

Type the new value. If you change this standard, you'll probably want to go back and change LINES PER PAGE so that headings will be printed properly.

All Capitals

Press **(Y)** if you want to print using all capitals. This standard is currently set at **N**, so that both upper and lower case letters are printed. This standard affects how text is printed and displayed. It does not affect how text is stored in memory or saved on tape. You can still type both upper and lower case letters, and they are stored the way you typed them.

Note: Press **(Y)** if you want to print lines on tape for BASIC.

Key Summary

Key Summary

Key(s)	Function
←	Moves cursor left one column; when inserting text, deletes characters as cursor moves left.
→	Moves cursor right one column; when inserting text, shifts up characters following cursor (as if you were typing them).
↑	Moves cursor up one line.
↓	Moves cursor down one line.
SHIFT ↑	Moves cursor to start of text.
SHIFT ↓	Moves cursor to end of text.
SHIFT ←	Tab key; moves cursor right to next tab setting or to end of line; when inserting text, moves cursor right to next tab setting or to end of line, while inserting spaces (decreases memory).
SHIFT →	Back-tab key; moves cursor left to previous tab setting or to beginning of line; when inserting text, moves cursor left to next tab setting or to start of line (does not effect memory).
SHIFT 0	Changes upper/lower case letter mode to upper case only; press again to go back to using both upper and lower case letters.
BREAK	Stops CLEAR MEMORY, Find/Replace/Change String, Hyphenation, SAVE, LOAD and PRINT functions.
ENTER	Ends a line or paragraph; cursor will move to next line.
CLEAR	Deletes character under cursor; use when finished inserting text (BREAK 3); stops Delete/Move/Copy Block functions before marking the end of the block; deletes block after marking the end of the block.
SHIFT CLEAR	Deletes word.
BREAK 1	Returns to Main Menu.
BREAK 2	Reverses the colors used to indicate upper and lower case letters; press again to go back to original color scheme.
BREAK 3	Opens up a gap in your text to allow inserting text.

Key Summary (continued)

- (BREAK) 4** Prints the line the cursor is on.
- (BREAK) 5** Sets tabs; press again to delete tabs.
- (BREAK) 6** Changes line alignment.
- (BREAK) 7** Finds and/or changes strings of characters.
- (BREAK) 8** Finds words that can be hyphenated.
- (BREAK) 9** Moves or deletes a block of text.
- (BREAK) 0** For printing headings and/or footers; if used in main body of text, advances printer so that the line containing **(BREAK) 0** is the first line of the next page.
- (BREAK) :** Copies a block of text.
- (BREAK) -** Hidden hyphens.

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